



Speaker Request Form

The Speaker Request Form should be used to request the Commissioner for a speaking engagement and should be completed and submitted at least 45 days prior to the event date. It is the responsibility of the individual submitting the form to follow up on the status of their request. All forms must be signed by a division director/office director. Please submit completed forms to **commissionerrequest@dhs.ga.gov**.

| | |
|--|------------|
| Date Submitted: | |
| Requesting organization, division or office: | |
| Point of Contact (POC): | POC Title: |
| POC Email: | POC Phone: |

Type of request:

- ☐ Keynote
☐ Panel
☐ Welcome / closing remarks
☐ Other: _____

If the Commissioner is unavailable, would you like another member of the DHS leadership team to attend?

- ☐ Yes
☐ No

| | |
|--|----------------|
| Date of event: | Time of event: |
| Location/address: | |
| Please list any additional speakers, if any: | |
| Has the Commissioner addressed this group before? If so, when? | |
| Are there any other duties besides speaking? (i.e. handing out awards, photographs, etc.) | |
| Please provide a brief description of the event. | |
| Length of time to speak at event: (Note: Except for keynote speaker requests, the Commissioner's remarks will likely be limited to 10 minutes or less.) | |
| Any additional details about the event: | |

Audience size:

- ☐ 25 or fewer ☐ 76-100
☐ 26-50 ☐ 100+
☐ 51-75

Type of audience:

- ☐ Legislators ☐ DHS staff
☐ Community leaders ☐ General public
☐ Stakeholders ☐ Other: _____

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Georgia Department of Human Services

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List any points or topics the Commissioner should cover in her address. Include relevant facts, data or current events on which she should base her comments.

Division / Office Director Signature (**REQUIRED**): _____

Please include the following attachments with your request:

Agenda for event (If no agenda, provide the order of speakers)

Points or topics to be covered